

INSTRUCTIONS REAP PROJECT COMPLETION REPORT (PCR)

Submit the original Project Completion Report to the Department of Education, Grants Management Office, 700 Governors Drive, Pierre, SD 57501.

PROGRAM SUMMARY: The Rural Education Achievement Program (REAP) initiative is designed to give rural local education agencies (LEAs) greater flexibility in the use of federal resources to meet their local academic needs more effectively. The REAP Alternative Uses of Funds Authority is a flexibility provision that allows LEAs to combine the formula grant funding from applicable programs (listed on Source of Funds Table) and use the applicable funding to carry out local activities authorized under one or more alternative programs (listed on Expenditures and Budget Table).

FINAL REPORT: Due no later than **90 DAYS** (September 30) following the end of the fiscal year (June 30) in which the project was approved. All obligations must be liquidated no later than 90 days after the end of the funding period. The Final Fiscal report should include only **expenditures**. A Preliminary report should be filed only if there are outstanding **obligations**.

EXPENDITURES AND BUDGET TABLE:

BUDGET: Enter the project budget from the approved Application for Funds, as adjusted by amendments and letters of transfer submitted during the year, on the top line of each Alternative Program Activities row in Columns A thru F.

EXPENDITURES AND OBLIGATIONS: Enter all expenditures and obligations on the second line of each Alternative Program Activities row where funds were actually used and expended in Columns A thru F. Please note that this is not necessarily the same program that the funds were allocated under.

For example: An LEA used all its REAP funds for class size reduction activities. This is a Title II, Part A program activity, so all the funds should be reported as expended on the Title II, Part A row, regardless of the source of funding.

OVER AND UNDER BALANCES (Column G): Enter the differences between totals of the amount budgeted and the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at (Column [G], Line 11) will indicate any amount of budgeted funds not expended. This amount added to the Funds not Budgeted on Line 12 will equal Unused Funds.

ORIGINATING SOURCE OF FUNDS TABLE:

SOURCE OF FUNDS: Enter the amount of funds that were drawn down from each of the listed source program's available fund balance to support the alternative activities listed on the Expenditures and Budget Table. The Total Funds Used on Line 18 must equal the Grand Total Funds Expended/Obligated on Line 11.

SUMMARY OF REAP FUNDS:

Line 19	REAP FUNDS RECEIVED	Sum of REAP funds requested and received by the LEA from the State for the Project Period.
Line 20	REAP WARRANTS IN PROCESS	REAP funds requested by the LEA but not yet received from the State for the Project
Line 21	TOTAL REAP FUNDS RECEIVED LINES	Total of Lines 19 and 20 above. Total must agree with the Line 13 on the Final Financial Status Report (FSR) submitted.
Line 22	GRAND TOTAL EXP. & OBL.	Total must agree with Grand Total on Line 11, Column [F].
Line 23	TOTAL DUE STATE:	Enter amount only if Funds received by the LEA are <u>in excess</u> of reported expenditures. These funds <u>must</u> be returned to the State.
Line 24	OUTSTANDING OBLIGATIONS:	Enter amount only if filing a <u>Preliminary</u> report, this <u>MUST</u> equal any obligations that remain to be paid. For the <u>Final Fiscal</u> report this line will be zero.